

Retention and Classification Report

Agency: Brigham City (Utah). Brigham Police Department (3176)

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Records Officer: Stacy Nelson

24945	Accident reports
24951	Animal master report cards
24939	Bicycle registrations
24946	Case reports
24947	Crime analysis files
24948	Criminal history dissemination log
24313	*Daily radio log
24949	Daily radio log
24950	Dispatch logs
24952	Evidence disposition records
24953	Evidence log
24954	Expungements
24955	Homicide and theft of public funds case file
24956	Sex offender files
24957	Traffic citations

AGENCY: Brigham City (Utah). Brigham Police Department

SERIES: 24945

3

TITLE: Accident reports

DATES: 1982-

ARRANGEMENT: Chronological by year

DESCRIPTION:

These files document traffic accidents investigated by the police department. The report usually includes complete information on all cars and drivers involved in the accident, accident location, damage, accident causes, date and time, accident diagram, description, and weather conditions. The original report is sent to the State Department of Public Safety if damage exceeds \$1,000, or injury or death occurs (UCA 41-6a-404 (2007)), and is maintained for seven years.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Accident reports, GRS-1060.

AUTHORIZED: 12-01-1989

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Exempt UCA 41-6-40

AGENCY: Brigham City (Utah). Brigham Police Department

SERIES: 24951

3

TITLE: Animal master report cards

DATES: 1982-

ARRANGEMENT: Chronological

DESCRIPTION:

These cards are completed for each animal brought to the animal shelter. They may contain the following information: date brought in; assigned pen number; tag number; owner's name, address, and telephone number; location of pickup, type of animal, breed, sex and color; reason animal impounded and other information related to adoption or disposal.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Animal control records, GRS-1714.

AUTHORIZED: 12-01-2014

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Brigham City (Utah). Brigham Police Department

SERIES: 24939

3

TITLE: Bicycle registrations

DATES: 1982-

ARRANGEMENT: Chronological

DESCRIPTION:

These are records relating to the required licensing of all bicycles sold. All cycle dealers are required "to license or arrange to have licensed at time of purchase" all cycles and "to keep records on all cycles sold and to furnish, within thirty days of sale; their respective city or county police department with the name and address of retailer; year and make of cycle; a general description of cycle; frame number; name and address of purchaser" (UCA 11-21-1 (1997)). Bicycle registration may be handled by either the fire or police department.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Bicycle registrations, GRS-1063.

AUTHORIZED: 12-01-1989

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

These records have administrative value(s).

AGENCY: Brigham City (Utah). Brigham Police Department

SERIES: 24939

TITLE: Bicycle registrations

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private

AGENCY: Brigham City (Utah). Brigham Police Department

SERIES: 24946

3

TITLE: Case reports

DATES: 1982-

ARRANGEMENT: Chronological

DESCRIPTION:

These are reports of crimes and other cases investigated by the police department. They contain all information as to the "who, what, where, why and how" of reported incidents. They are used for departmental information, follow-up investigation, and statistics. The Supplemental Continuation Reports are used to provide additional information concerning a police investigation. The reports are usually filed by case number and are frequently part of the case file. They are also called Incident Reports or Offense Reports.

RETENTION:

Retain for 75 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Criminal history records, GRS-2030.

AUTHORIZED: 08-01-2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 75 years and then destroy.

APPRAISAL:

These records have administrative value(s).

AGENCY: Brigham City (Utah). Brigham Police Department

SERIES: 24946

TITLE: Case reports

(continued)

PRIMARY DESIGNATION:

Protected

AGENCY: Brigham City (Utah). Brigham Police Department

SERIES: 24947

3

TITLE: Crime analysis files

DATES: 1982-

ARRANGEMENT: Chronological

DESCRIPTION:

These files were created to anticipate, prevent, or monitor possible criminal activity. They include crime patterns, analyses of particular crimes, crime reports, information on potential problems and forecasts.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Crime analysis files, GRS-1068.

AUTHORIZED: 08-01-1996

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years or until administrative need ends and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Brigham City (Utah). Brigham Police Department

SERIES: 24948

3

TITLE: Criminal history dissemination log

DATES: 1982-

ARRANGEMENT: Chronological

DESCRIPTION:

These logs document the dissemination of criminal histories and other law enforcement information to other agencies or criminal information systems. They include release date, state identification or FBI number. They are created and maintained pursuant to federal regulations under 28 CFR, Part 20, Subpart C (1992) and state regulations under UCA 53-10-202 (2011).

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Criminal history dissemination log, GRS-1069.

AUTHORIZED: 12-01-1989

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Brigham City (Utah). Brigham Police Department

SERIES: 24313

3

TITLE: Daily radio log

DATES: 1984-1995.

ARRANGEMENT: Chronological

TOTAL VOLUME: 11.00 cubic feet.

DESCRIPTION:

This is a log of radio traffic received or transmitted over the various communication systems. This log satisfies Federal Communications Commission (FCC) log requirements and is arranged chronologically by date. In some departments, the daily radio log and daily activity reports have been compiled into one report.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Daily radio log, GRS-1071.

AUTHORIZED: 12-01-1989

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Brigham City (Utah). Brigham Police Department

SERIES: 24949

3

TITLE: Daily radio log

DATES: 1982-

ARRANGEMENT: Chronological

DESCRIPTION:

This is a log of radio traffic received or transmitted over the various communication systems. This log satisfies Federal Communications Commission (FCC) log requirements and is arranged chronologically by date. In some departments, the daily radio log and daily activity reports have been compiled into one report.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Daily radio log, GRS-1071.

AUTHORIZED: 12-01-1989

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Brigham City (Utah). Brigham Police Department

SERIES: 24950

3

TITLE: Dispatch logs

DATES: 1982-

ARRANGEMENT: Chronological

DESCRIPTION:

This is a daily log maintained on all dispatch activity. It is used for budget and planning purposes and to document activities of the dispatch office. It includes names of personnel working, traffic stops, calls for service generated, time, shift, and a summary of daily events. In some offices, the record is only maintained as a computer file.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Dispatch logs, GRS-1072.

AUTHORIZED: 12-01-1989

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Brigham City (Utah). Brigham Police Department

SERIES: 24952

3

TITLE: Evidence disposition records

DATES: 1982-

ARRANGEMENT: Chronological

DESCRIPTION:

These records document the use and location of items in evidence. They include tags on property and file card and may also include evidence release authorization cards.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Evidence tracking records, GRS-374.

AUTHORIZED: 01-01-2016

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Protected

AGENCY: Brigham City (Utah). Brigham Police Department

SERIES: 24953

3

TITLE: Evidence log

DATES: 1982-

ARRANGEMENT: Chronological

DESCRIPTION:

This is a log that shows the chain of possession of all evidence gathered by the police department. The log begins when evidence is gathered and ends when evidence is returned or destroyed. A copy of the log usually becomes part of the case or investigative file.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Evidence tracking records, GRS-374.

AUTHORIZED: 01-01-2016

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Protected

AGENCY: Brigham City (Utah). Brigham Police Department

SERIES: 24954

3

TITLE: Expungements

DATES: 1982-

ARRANGEMENT: Chronological

DESCRIPTION:

A person who has been convicted of a crime may petition the court for an order to expunge records of arrest, investigation, detention, or conviction (UCA 77-40-103) (2010). To "expunge" means to seal or otherwise restrict access to records held by the agency that relate to the petitioner's arrest, criminal investigation, detention, and conviction (UCA 77-40-102 (7))(2010). A successful petitioner is responsible for distributing the court order to all affected agencies, so the agency may seal the records. An expunged record includes the sealed records along with the court order.

RETENTION:

Retain for 80 year(s) or until date of death

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Expunged records, GRS-1076.

AUTHORIZED: 12-01-2010

FORMAT MANAGEMENT:

Paper: Retain in Office for 80 years or until confirmed death and then destroy.

APPRAISAL:

These records have administrative value(s).

AGENCY: Brigham City (Utah). Brigham Police Department

SERIES: 24954

TITLE: Expungements

(continued)

PRIMARY DESIGNATION:

Protected UCA 77-18-15(8) and 63G-2-305 (9)

AGENCY: Brigham City (Utah). Brigham Police Department

SERIES: 24955

3

TITLE: Homicide and theft of public funds case file

DATES: 1982-

ARRANGEMENT: Alphanumeric

DESCRIPTION:

These case files are created as a result of a homicide complaint or investigation by the police department. They are the central case file for all homicides (and other cases without a statute of limitations) handled by the agency. These files may include the investigative report, fingerprint cards, original arrest report, supplemental reports, copies of warrants, photographs, correspondence, latent fingerprints, court orders, court dispositions, officers' notes, pertinent laboratory tests, copies of booking sheets and arrest reports.

RETENTION:

Retain Permanently

DISPOSITION:

Permanent. May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Homicide, violent felonies and sex crime investigation
#15 - GDS 2004

AUTHORIZED: 05-01-2015

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

These records have administrative value(s).

AGENCY: Brigham City (Utah). Brigham Police Department

SERIES: 24955

TITLE: Homicide and theft of public funds case file

(continued)

PRIMARY DESIGNATION:

Protected

AGENCY: Brigham City (Utah). Brigham Police Department

SERIES: 24956

3

TITLE: Sex offender files

DATES: 1982-

ARRANGEMENT: Alphanumeric

DESCRIPTION:

These are files maintained by a department on sex offenders living within its jurisdiction. "All sex offenders shall, for the first five years after termination of sentence, again register within ten days of changing his place of habitation." This registration form is required by the Department of Corrections and consists of a statement signed by the person, giving information on current address, and the fingerprints and photographs of the person. One copy is given to the person, while others are forwarded to the Department of Corrections, which sends one to the local law enforcement agency where the person resides (UCA 76-5-404.1 (2007))

RETENTION:

Retain for 10 year(s) or until after separation

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Sex offender files, GRS-1091.

AUTHORIZED: 08-01-1996

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years or until person moves from jurisdiction and then destroy.

APPRAISAL:

These records have administrative value(s).

AGENCY: Brigham City (Utah). Brigham Police Department

SERIES: 24956

TITLE: Sex offender files

(continued)

PRIMARY DESIGNATION:

Exempt UCA 77-27-21.5(13) (2008)

AGENCY: Brigham City (Utah). Brigham Police Department

SERIES: 24957

3

TITLE: Traffic citations

DATES: 1982-

ARRANGEMENT: Alphanumeric

DESCRIPTION:

This is a copy of a citation issued by the police to drivers violating motor vehicle and traffic laws. It usually includes date, time, location of violation, vehicle's license number, violation code, officer's name, and signature of person receiving citation.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Traffic citations, GRS-1094.

AUTHORIZED: 12-01-1989

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public